

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

National Visa Center  
31 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2909  
Subject: NVC Case Processing for [Your Case Number]

Dear Sir/Madam,  
I hope this letter finds you well.

I am writing to inquire about the status of my visa application with the National Visa Center (NVC) for case number [Your Case Number]. I would like to confirm that [mention specific documents or information you are inquiring about, e.g., "the required fees have been paid" or "my documents have been received"].

[Optional: Include any additional relevant information or requests, e.g., "Please let me know if any further information is needed on my part to expedite the processing."]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]